

BSC Purchasing - IFB Team

OGS.sm.OGSBUYDESK@ogs.ny.gov (518) 457-4272

Agency Bid Request

Instructions: Use this form to request a solicitation by the Business Services Center on behalf of your agency. The request applies to all procurements over \$85,000 subject to Office of the State Comptroller approval.

- Timeline: From the point of request to the issuance of a purchase order, please allow an estimated 3-5 months processing time.
- Criteria: The BSC will conduct bid solicitations based on the following criteria: Non-construction, one-time purchases for commodities not available from a Preferred Source or an OGS centralized contract.
- · Submit the completed application and supporting documentation to the Buy Desk team at OGS.sm.OGSBUYDESK@ogs.ny.gov.

Request Information				
1. Agency Name 2. Agency Division		•	3. Agency Requestor Name	
	2. Agency Division		geney requestor Hame	•
4. Product(s)* Being Purchased				5. Estimated Cost
4. Product(s) Being Purchased				\$
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*Provide detailed specifications in a separate Word docume	nt.			
6. Minority & Women-Owned Business Enterprises (MWBE)	and Service-Disabled Veteran-Own	ed Businesses (SDVOB)		
MWBE goal percentages assigned to this procurement:	MBE WBE If	f MWBE goals are -0-, email the waiv	ver with this request.	
SDVOB goal percentages assigned to this procurement:	SDVOB			
Provide your agency-specific MWBE and SDVOB solicitat If goal percentages are set on either MWBE or SDVOB, the			•	
If the cost is between \$85,000 and \$200,000, do you wan discretionary authority and limit the bidding to MWBE, SDV		Yes No If yes, check a	all that apply MBE	WBE SDVO
7. Business Information: If there are known suppliers/manufact	•	e the company name, representative	and email below so we can	include them on
the bidder solicitation list. Attach any quotes or literature that I	•			
Company Name	Representative	Email		
Delivery Information				
1. Delivery Address				
2. Special Delivery Terms				
a Warranta Bara taranta				
3. Warranty Requirements				
4. Do you require delivery within a certain number of calend	lar days after vendor receives a Pur	chase Order?		
Yes No If yes, specify reasonable # of days	:			
5. Supplier Qualifications				
6. Delivery Contact	Email	Phone		
7. Technical Contact who can answer questions on the specifications	s Email	Phone		
				•
External Approvals: Attach All Hard Copy Notices to				
 DOB System Approval (B1184). If blanket approval for seven 		eadsheet.		
2. If technology related, attach ITS Plan to Procure (PTP) ap				
3. If item is available from a Preferred Source, but they decl				
4. If item is available on an OGS contract with "OGS or Less	" clause and contractor could not n	neet or beat the lowest quoted price	e, attach their declination l	etter or email.
Agency Approval				
The undersigned approves the initiation of a solicitation for	specified items:			
			lefore the bid package is su	•
			ne State Comptroller (OSC) f ist be approved in SFS by th	
			uisition and alert you when i	
Finance Liaison Signature Fin	ance Liaison Typed Name			